



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STAFF INFORMATION SYSTEMS ANALYST (SPECIALIST)

\$5,065.00 to \$6,660.00

INFORMATION TECHNOLOGY DIVISION

WEB SERVICES BUREAU

SACRAMENTO

RESPONSIBILITIES: Under the general supervision of the Web Services Bureau Chief, the incumbent acts as technical specialist and project leader on complex department-wide computer based systems and network technologies for the Department's Internet and Intranet Sites. The incumbent works independently as a technical specialist, interacting with team members, users and application developers. The incumbent is a key member in solving business problems utilizing web technology for the department through prescribed methods and standards.

The incumbent works in collaboration with other staff and customers to produce a variety of video products for webcasting, video streaming, and occasionally DVD production using state of the art equipment and software. Video production will include capturing video and audio, non-linear editing, encoding, and preparing video for release on the Department's websites utilizing appropriate codecs, as required. The incumbent will create graphics that can enhance all video projects and web pages. The incumbent will be responsible for and maintain video production servers and video storage devices including patches and software updates. Travel is occasionally required to San Francisco or Los Angeles. Overnight trips are possible.

DESIRABLE QUALIFICATIONS:

- Exhibit initiative, flexibility and strong interpersonal skills
- Sets well defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve and demonstrates responsible behavior.
- Effectively lead teams with diverse technical backgrounds assigned to Internet/Intranet development projects or video production projects
- Adjust priorities based on shifts in management priorities.

WHO MAY APPLY: Applications will be accepted from current State employees at the Staff Information Systems Analyst (Specialist) level, those within transfer range, or those who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however; only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state***

12/23/13 tb

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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application.

APPLICATION PROCEDURE: Send a completed standard [State Application STD 678](#) to Tina Brown, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE “Staff Information Systems Analyst (Specialist) # 413-103-1312-xxx” ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3351 or email tina.brown@insurance.ca.gov.

FINAL FILING DATE: January 2, 2014 by 5 p.m., Close of Business

Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CALHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate state application (STD 678) is required for each recruitment for which you would like to be considered.

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